

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-158

Page 1 of 5

Agency  
City of Frederick - Department of Public Works

Division/Unit  
Street Division

Item No	Description	Retention
1	General records for all DPW departments – first three pages Bids and submittals	Retain for 3 years after bid is granted, then destroy
2	Budget information	Retain for 3 years then destroy.
3	Calendars	Retain for 3 years, then destroy.
4	Capital improvement project	Retain until project is complete, plus 3 years and until all audit requirements have been met, then destroy.
5	Check requests/requisitions	Retain for 1 year, then destroy.
6	Complaints (except for Water/Sewer – Lights) – see page 4	Retain until complaint is resolved, plus 3 years, then destroy.
7	Contract/agreements	Retain for contract/agreement life, plus 4 years, then destroy.
8	Correspondence Equipment/Materials	Retain life of ownership of equipment, plus 4 years if contract or agreement is contained in file, then destroy.
9	Job Descriptions	Retain until updated or superceded, then destroy.

Approved by Department, Agency or Division Representative

Date December 6, 2001

Signature Eva Simpson

Type Name Eva Simpson

Title DPW Administrative Assistant

Schedule Authorized by State Archivist

Date JAN 08 2002

Signature Edward C. Pappas

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

**Schedule No. M-158**

**Page 2 of 5**

<b>Item No</b>	<b>Description</b>	<b>Retention</b>
10	Job Interviews	Retain for 1 year not hired for jobs of a permanent nature, then destroy. Retain for 90 days for a job of a temporary nature, then destroy. Retain for 2 years for a job involving Federal contracts, then destroy.
11	Job Reports (for billing)	Retain for 2 years, then destroy.
12	Manuals including Procedures, Accruals, Personnel Policies and Procedures, Operations, Safety	Retain until updated or superseded, then destroy.
13	Minutes	Original committee minutes – screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives. Retain copies for five years, then destroy.
14	MSDS	Retain for 40 years after discontinued use of the specific chemical, then destroy.
15	Payroll	Retain for 3 years, then destroy.
16	Personnel	Transfer originals to Department Administrative Support until employee terminates, then transfer file immediately to Department Administrative Support who will forward to the Human Resources Department.

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

**Schedule No.** M-158

**Page** 3 **of** 5

<b>Item No</b>	<b>Description</b>	<b>Retention</b>
17	Projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
18	Purchase orders	Retain for 1 year, then destroy.
19	Reference manuals	Retain until updated or superseded, then destroy.
20	Special events	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
21	Telephone use report	Retain for 1 year, then destroy.
22	Timesheets	Retain for 3 years, then destroy
23	Vehicle information	Retain life of ownership of vehicle, then destroy. Transferred vehicle – transfer file to new department.
24	Work orders (except for Water & Sewer) – see page 4	Retain until work is completed, plus 1 year, then destroy.

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

**Schedule No.** M-158

**Page** 4 **of** 5

<b>Item No</b>	<b>Description</b>	<b>Retention</b>
25	BNR Feasibility Study/Records – Correspondence	Retain life of grant plus 5 years and until all audit requirements have been met, then destroy
26	Complaint Forms	Retain 30 years after initial complaint, then destroy
27	Work orders	Retain for 30 years, then destroy
28	General Issues, Correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
29	Equipment and Vehicles Files	Retain life of equipment and vehicle, then destroy
30	Personnel files	Retain until terminated, then forward to Administrative Support, then forward to HR
31	Budget	Retain for 3 years, then destroy
32	Job Reports	Retain 2 years, then destroy

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

**Schedule No.** M-158

**Page** 5 **of** 5

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
33	Reference books, Vendor information	Retain until updated or superseded, then destroy
34	Miss Utility requests	Retain 1 year, then destroy
35	Snow files	Retain most recent 3 versions, then destroy
36	Department and Division projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
37	Committee Minutes and Notes, copies	Retain copies for 15 years, then destroy
38	DPW Committee Minutes	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Public Works  
Water & Sewer Division

PAGE \_\_\_\_ OF \_\_\_\_

Frederick, Maryland 21701

1. Position  
**Administrative Support**

2. Division  
**Water & Sewer**

*Streets*

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

*BNR Feasibility Study / Records  
Correspondence*

5. Earliest Year/Latest Year

*92 to 2000*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*Biological Nutrient Removal (for Wastewater)  
Partially Grant funded*

~~This is a duplicate record series - I have already filed the other record series~~

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☒ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

*1*  
Number

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☒ Other (specify)

*Bankers Box*

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

Number ☐ Other (specify)

11. File is Used ☒ Reference purposes

☐ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

*mezzanine in  
warehouse -  
W + S section*

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

*Retain like of grant plus  
57, then destroy.*

19. Name and Title of Preparer  
**Eva Simpson**

*Adm. Support*

20. Telephone Number  
**301-694-1681**

21. Date  
**11/27/99**

*10/5/00*

Talk to  
Waste Water Treatment

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW  
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION  
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

**City of Frederick**

2. DIVISION

*OPW*

3. UNIT

*Streets*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Complaint Forms*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number \_\_\_\_\_

☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes \_\_\_\_\_ ☐ No

18. RECOMMENDED RETENTION

*30Y after initial Complaint*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*10/5/10*



# RECORDS INVENTORY THE CITY OF FREDERICK

<i>Instructions - Type or print a separate form for each new or revised record series.</i>		Department of <u>Public Works</u> <u>Street Division</u> Frederick, Maryland 21701		PAGE ____ OF ____	
1. Position Administrative Support		2. Division Streets			
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
4. Record Series Title Work Orders		5. Earliest Year/Latest Year 93 to present			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Work orders request forms for work completed on all city owned facilities					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Filing Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>facility &amp; yearly</u>		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binder</u> 10. Approximate Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>1 Binder per year</u>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <u>Keep for History</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Administrative Support Office + mezzanine (warehouse)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention 30 Y			
19. Name and Title of Preparer Glenda Bussard		20. Telephone Number 301-694-1173		21. Date 12/1/99 10/5/00	

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Public Works  
Street Division

PAGE \_\_\_\_ OF \_\_\_\_

Frederick, Maryland 21701

1. Position

Administrative Support

2. Division

Streets

**DEFINITION - RECORD SERIES** - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

General Issues, Correspondence

5. Earliest Year/Latest Year

80 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Series includes: incoming & copies of outgoing letters, memorandums, press releases, newspaper clippings, ~~work orders, complaint forms,~~

7. Record Series Format(s)

- ☒ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☒ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

1  
Number

10. Approximate Annual Accumulation

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

1  
Number

11. File is Used

- ☒ Daily    ☐ Weekly    ☐ Monthly

12. File Becomes Inactive After

- ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Administrative Support  
office + machine warehouse

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

☒ Yes Division Chief  
Supervisors    ☐ No

15. Access Restrictions    ☐ Yes    ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended Retention

Review Annually - - -

19. Name and Title of Preparer

Glenda Bussard

20. Telephone Number

301-694-1173

21. Date

12/1/99

10/5/10

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Public Works

PAGE \_\_\_\_ OF \_\_\_\_

Street Division

Frederick, Maryland 21701

1. Position

2. Division

Foreman

Street Division

**DEFINITION - RECORD SERIES** - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

*Equipment And Vehicles Files*

*1998 to 1999*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*Form Pertaining to Maintenance on  
Equipment And Vehicles*

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☐ Alphabetical

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Legal Size

☐ Computer Tape

☐ Numerical

*1*  
Number

☐ Computer Tape(s)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

☐ Other (specify)

☐ Audio Tape

☐ Video Tape

☐ Geographical

10. Approximate Annual  
Accumulation

☐ Other (specify)

☐ Other (specify)

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

Number

☐ Other (specify)

11. File is Used

12. File Becomes Inactive After

☒ Daily

☐ Weekly

☐ Monthly

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

*DPW Street Division Office 19*

☒ Yes

*Mechanic Shop DPW*

☐ No

15. Access Restrictions ☐ Yes ☐ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

18. Recommended Retention

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☐ No

*Retain life of equipment and  
vehicle*

19. Name and Title of Preparer

20. Telephone Number

21. Date

Francis Mentzer

301-694-1180

*12-3-99*

Foreman

*10/5/00*

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Public Works

PAGE \_\_\_\_ OF \_\_\_\_

Street Division

Frederick, Maryland 21701

1. Position

2. Division

Foreman

Street Division

**DEFINITION - RECORD SERIES** - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

*Personnel Files*

*1998 to 1999*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*Leave Form Files Pertaining to Employees Leave Time  
Requisition Form Files Pertaining to Employees Clothing  
PPE List for Employees*

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☐ Letter Size

☐ Microfilm

☐ Alphabetical

☒ File Drawer(s)

☒ Legal Size

☐ Computer Tape

☐ Numerical

☐ Microfilm Reel(s)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

☐ Computer Tape(s)

☐ Audio Tape

☐ Video Tape

☐ Geographical

☐ Other (specify)

☐ Other (specify)

☐ Other (specify)

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

11. File is Used

12. File Becomes Inactive After

☐ Daily

☒ Weekly

☐ Monthly

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

*D P W Street Division Office 19*

*Secretary Office 21*

☒ Yes

☐ No

DPW

15. Access Restrictions ☐ Yes ☐ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☐ No

18. Recommended Retention

*Retain until terminated, then forward  
to Admin. Support, then to A.R.*

19. Name and Title of Preparer

20. Telephone Number

21. Date

Francis Mentzer

301-694-1180

Foreman

*12-3-99*

*10/5/00*

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Public Works  
Street Division

PAGE \_\_\_\_ OF \_\_\_\_

Frederick, Maryland 21701

1. Position

Administrative Support

2. Division

Streets

**DEFINITION - RECORD SERIES** - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Street Division Personnel Files

5. Earliest Year/Latest Year

All current  
to employees in St. Division

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Series includes: Position, leave forms, salaries, grades, training + education records, license + certification info, etc...

7. Record Series Format(s)

- ☒ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_  
1  
Number

10. Approximate Annual Accumulation

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_  
Number

11. File is Used

- ☐ Daily    ☒ Weekly    ☐ Monthly

12. File Becomes Inactive After

Termination of employment  
☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Administrative Support office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- ☒ Yes Human Resources    ☐ No

15. Access Restrictions ☒ Yes ☐ No  
(If Yes, cite Law(s) & Regulations(s))

Privacy Act

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended Retention

19. Name and Title of Preparer

Glenda Bussard

20. Telephone Number

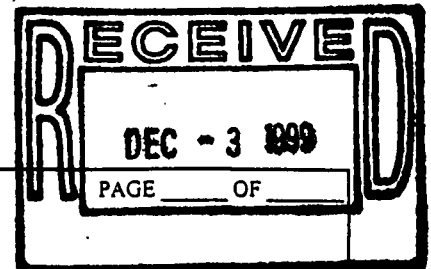
301-694-1173

21. Date

12/1/99

10/5/00

# RECORDS INVENTORY THE CITY OF FREDERICK



Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Public Works  
Street Division

Frederick, Maryland 21701

1. Position  Administrative Support	2. Division  Streets
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**DEFINITION - RECORD SERIES** - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title  <u>Job Reports</u>	5. Earliest Year/Latest Year  <u>90</u> to <u>present</u>
--	---

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Prepared billing info. for Street Division work.

<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Filing Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>1</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
--	---	---

<p>11. File is Used <u>reference</u></p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly <u>Purposes</u></p>	<p>12. File Becomes Inactive After _____</p> <p><input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>
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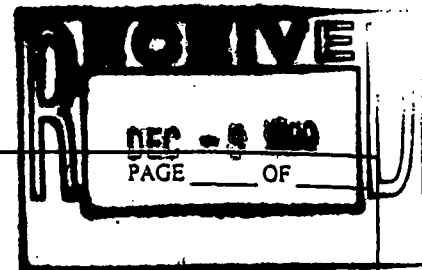
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><u>Administrative Support Office</u></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)</p> <p><input checked="" type="checkbox"/> Yes <u>Finance</u>    <input type="checkbox"/> No</p>
---	---

<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>(If Yes, cite Law(s) &amp; Regulations(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>
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<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><u>24</u></p>
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19. Name and Title of Preparer  Glenda Bussard	20. Telephone Number  301-694-1173	21. Date  12/1/99 <u>10/5/00</u>
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# RECORDS INVENTORY THE CITY OF FREDERICK



Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Public Works  
Street Division

Frederick, Maryland 21701

1. Position

Division Chief

2. Division

Street Division

**DEFINITION - RECORD SERIES** - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

*Research Books, Vendor Informa.  
Reference*

5. Earliest Year/Latest Year

*1998 to Present*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*Product, material & equipment literature. Research papers, books, etc. in work-related matters. specifications, regulations, manuals.*

7. Record Series Format(s)

- ☒ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☒ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☒ Video Tape  
☐ Other (specify)

*3-ring binders.*

8. Record Series Filing Sequence

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (specify)

9. Volume

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify)

Number

10. Approximate Annual Accumulation

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify)

Number

11. File is Used

- ☒ Daily    ☐ Weekly    ☐ Monthly

12. File Becomes Inactive After

*After use.*

- ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

*DPW Bldg. A  
Office 22*

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended Retention

*Retain until updated or superseded,  
then destroy.*

19. Name and Title of Preparer  
Andrew McGilvray  
Division Chief

20. Telephone Number  
301-694-1172

21. Date  
Dec. 2, 1999

*10/5/00*

# RECORDS INVENTORY THE CITY OF FREDERICK

<i>Instructions - Type or print a separate form for each new or revised record series.</i>		Department of <u>Public Works</u> <u>Street Division</u> Frederick, Maryland 21701	PAGE ____ OF ____
1. Position  Administrative Support	2. Division  Streets		
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>			
4. Record Series Title  <u>Miss Utility Requests</u>		5. Earliest Year/Latest Year  <u>90</u> to <u>present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>Dept. requests for Miss Utility locate s to mark utilities for Dept.</u>			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Binder</u>	8. Record Series Filing Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binder</u> 10. Approximate Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binder</u>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) <u>Administrative Support Office + Warehouse</u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <u>Retain 1 Y, then destroy.</u>	
19. Name and Title of Preparer  Glenda Bussard	20. Telephone Number  301-694-1173	21. Date  12/1/99 <u>10/5/00</u>	



# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Public Works

PAGE \_\_\_\_ OF \_\_\_\_

Street Division

Frederick, Maryland 21701

1. Position

2. Division

Foreman

Street Division

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

Snow Files

1998 to 1999 2000

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Files Pertaining to Snow Removal Plan

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☐ Letter Size

☐ Microfilm

☐ Alphabetical

☒ File Drawer(s)

☒ Legal Size

☐ Computer Tape

☐ Numerical

1  
Number ☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

☐ Audio Tape

☐ Video Tape

☐ Geographical

10. Approximate Annual  
Accumulation

☐ Other (specify)

☐ Other (specify)

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

Number ☐ Other (specify)

11. File is Used

12. File Becomes Inactive After

☐ Daily

☐ Weekly

☒ Monthly

☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

DPW Street Division Office 19

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☐ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☐ No

18. Recommended Retention

Retain most recent 3 versions

19. Name and Title of Preparer

20. Telephone Number

21. Date

Francis Mentzer

301-694-1180

Foreman

12-3-99  
10/5/00

# RECORDS INVENTORY THE CITY OF FREDERICK

<i>Instructions - Type or print a separate form for each new or revised record series.</i>		Department of <u>Public Works</u> <u>Street Division</u>  Frederick, Maryland 21701	PAGE ____ OF ____
1. Position  Administrative Support	2. Division  Streets		
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>			
4. Record Series Title  <u>Dept. &amp; Division Projects</u>		5. Earliest Year/Latest Year <u>current</u> to <u>ongoing</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <u>Series includes: files of construction projects pertaining to street maintenance &amp; street light/traffic control, and paint &amp; signs.</u>			
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Filing Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Approximate Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <u>Project completed</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>Kept for record purposes</u>	
13. Current Location(s) (Bldg., Floor, Room)  <u>Administrative Support Office</u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) <u>Division Chief Supervisors</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. _____	
19. Name and Title of Preparer  Glenda Bussard		20. Telephone Number  301-694-1173	
12/1/99 10/5/00			

# RECORDS INVENTORY THE CITY OF FREDERICK

<i>Instructions - Type or print a separate form for each new or revised record series.</i>		Department of <u>Public Works</u> <u>Street Division</u>  Frederick, Maryland 21701		PAGE ____ OF ____	
1. Position  Division Chief		2. Division  Street Division			
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
4. Record Series Title  <i>Committee Minutes &amp; Notes, Copies</i>				5. Earliest Year/Latest Year  _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <i>Agenda, notes &amp; minutes of Streets &amp; Sanitation Committee, Public Works Committee, Management Safety Committee, DPW Staff Meetings and other miscellaneous meetings.</i>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <i>3-ring binder</i>		8. Record Series Filing Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number	
				10. Approximate Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After  <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  <i>DPW Bldg. A Office 22</i>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <i>DPW Director's Office City Hall</i> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  <i>Retain <sup>copies</sup> 15 y, then destroy.</i>		
19. Name and Title of Preparer  Andrew McGilvray Division Chief		20. Telephone Number  301-694-1172		21. Date  Dec. 2, 1999 <i>10/5/00</i>	

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Public Works  
Street Division

PAGE \_\_\_\_ OF \_\_\_\_

Frederick, Maryland 21701

1. Position

2. Division

Administrative Support

Streets

**DEFINITION - RECORD SERIES** - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

DPW Committee minutes

80 to 99 2000

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Series includes minutes from DPW  
Committee minutes.

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☐ Alphabetical

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Legal Size

☐ Computer Tape

☐ Numerical

5  
Number

☐ Computer Tape(s)

☐ Other (specify)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

Binders

☐ Audio Tape

☐ Video Tape

☐ Geographical

10. Approximate Annual  
Accumulation

☐ Other (specify)

☒ Other (specify)

☐ File Drawer(s)

☐ Microfilm Reel(s)

Binders

monthly

1  
Number

☐ Computer Tape(s)

☐ Other (specify)

Binder per year

11. File is Used

12. File Becomes Inactive After

☐ Daily

☐ Weekly

☒ Monthly

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

Administrative Support  
Office & Mezzanine

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Screen annually. Destroy material having not  
further fiscal, legal or operational value. Retain  
permanently any material that serves to  
document the origin, development and  
accomplishments of the department. Transfer  
periodically to the MD State Archives

19. Name and Title of Preparer

20. Telephone Number

Glenda Bussard

301-694-1173

12/1/99

10/5/00